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*6 Jan 1966*

**MEMORANDUM FOR:** Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

**SUBJECT :** Regulatory Issuances

1. The Inspector General has recently completed a survey of the Agency's Regulatory System and submitted his recommendations for its improvement. In response to these recommendations I have addressed a memorandum to the Executive Director-Comptroller, Inspector General, General Counsel, and the other Deputy Directors requesting the participation of their representatives in a Committee on Regulatory Issuances under the Chairmanship of the Assistant Deputy Director for Support. The Committee will consider policy innovations or changes before they are injected into the regulatory process in order that significant policy issues may be resolved and the policy agreed upon by the Committee can be incorporated into the regulations before they are coordinated.

2. In response to other recommendations, the following procedures will be implemented. The initiator of any regulatory issuance will henceforth submit it directly to my office as soon as it has been drafted to his satisfaction without attempting to get agreement from other interested offices or Directorates. In making the submission the need for the issuance should be explained and justified, any new policy or proposed change to existing policy should be highlighted, and any issue which the initiator may expect to be controversial should be identified. Proposals will be reviewed in my office for a determination of need for the issuance and evaluation of the policy implications. If there are policy implications, the issues will be presented to the Committee on Regulations for consideration before the proposed issuance is circulated for the normal coordination processing. The initiator will be represented at the Committee meeting when his proposal is being discussed. After the Committee has agreed

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upon the policy which should be adopted by the Agency, the proposed issuance will be revised to incorporate the policy guidance offered by the Committee's conclusions. The proposal will then be coordinated with other interested Support Offices and circulated for the normal coordination processing. Proposed issuances where there are no apparent or potential policy problems will be coordinated as soon as possible after they are received. Realistic deadlines for completion of the coordination process will be established. If any of the coordinators are unable to comply with the deadline, they may submit requests for exception to me through the Committee member concerned.

3. Essentially, the Inspector General's survey considers that the Agency Regulatory System is a good one. The principal criticism levied against it relates to the time required to prepare, coordinate, and publish proposals. It is expected that the effective use of the Committee and processing procedure described above will serve to expedite processing appreciably through the more direct approach of highlighting and resolving policy issues before they are injected into the regulatory process. In most cases it is anticipated that the original submission of regulatory issuances will suffice and the need to return proposals for further review and refinement will be minimal.



Deputy Director  
for Support

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